

**Administrative Support Certification Program
Level I – Follow Up Form
The Road to Success in Administrative Support**

**Working together
Getting the work done
Serving the Customer**

In order to receive credit for this course, the following form must be completed, a meeting held with your immediate supervisor to go over this information, and this signed form returned to the address at the bottom of the page within 30 days.

What have I learned during this course that I will apply back on my job? Use additional sheets as necessary.

Participant Name_____

The employee whose name appears above has met with me and discussed applying the learnings from this course in the ways listed above. Any necessary modification of the employee's plan has been noted, and I pledge to support him/her in these applications.

Supervisor's Signature_____

Date_____

Keep a copy of this page for your records and return one copy within 30 days to:

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